~~1913~~ 1915

Orthographic Cursive Shorthand.

[ORTHIC]

THE CAMBRIDGE SYSTEM.

—BY—

HUGH L. CALLENDAR, LL.D., F.R.S., &c.

REVISED, EXTENDED AND IMPROVED

—BY—

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("THE AGE" STAFF).

1911.

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INTRODUCTION.

Orthographic Cursive Shorthand is an adaptation of shorthand to the common spelling.

The writing requires no niceties of penmanship.

No distinction is made between thin strokes and thick.

Only two sizes of characters are employed.

The vowel characters are connecting strokes joined in their natural order together with the consonants.

The great majority of the signs are written on the ordinary slope of longhand.

The forms of and distinctions between the characters are such as are already familiar to everyone who has learned to write in the ordinary style.

There are no alternative hooks and loops, or halving and doubling devices to puzzle and distract the student.

A letter is always represented by its alphabetical character, consequently a word can be written in full in one way only.

Do not attempt to write fast before the hand is familiar with the forms of the characters. At first they should be drawn carefully, so that correctness and neatness may be secured. Speed will come by practice, but if attempted too soon will probably lead to bad and slovenly writing.

NOTE.—All the specimens of shorthand have been taken from "The Idle Thoughts of an Idle Fellow," by Jerome K. Jerome.

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THE ALPHABET.

Letter.	Example.	Letter.	Example.
A –	absent, opera	N	nine, hasten
B	back, bib	O —	often, canto
C	centre, mimic	P	point, step
D	dirty, wind	Qu	query, equity
E	enter, line	R	render, fir
F	fasten, calf	S	simply, tends
G	gentle, cog	T	time, comet
H	help, oh	U	under, gnu
I	insert, anti	V	vine, wave
J	jest, reject	W	wow, award
K	kept, kick	X	exist, sex
L	lender, until	Y	yes, haply
M	melt, stem	Z	zebra, waltz

The arrows show the directions in which the characters are written.

Doubled letters are shown, not by repeating the character, but by putting a dot below. Thus:— odd, coo. Exception, ee. Thus:— peep; compare pup.

P and S, when standing alone, are written straight down to distinguish them from Ee and E.

J, Qu and V are written through the line.

GENERAL RULES.

Orthographic Spelling.—All words, when written in full, are spelt according to the common orthography. The characters are to be joined together smoothly without lifting the pen or making unnecessary angles or breaks.

The Two Sizes of Character must be carefully distinguished, just as C and c, and e are in longhand. The actual size of the characters may be varied according to circumstances, such as the goodness of the light and the writing materials. The minuteness of any kind of writing is limited by the size of the smallest characters. In Orthic the small size may be made as small as desired, and the small circle may be reduced to a dot. But it is best to make the small characters about one-twelfth of an inch long, and the large ones at least twice as big.

Diphthongs.—When two vowels come together forming a "diphthong" the angle between them is slurred, or rounded off, into a continuous curve. Thus:— ai= , oy= , ou= , eau= .

But when the vowels are separately sounded either the characters are separated or the angle between them is marked, as in the words re-enter, boa, chaos, co-operate, Leo, fiasco, fuel, poem, serious.

The first letter of a word generally begins or ends on the line, but a, e and o may be raised when preceding downstrokes.

A short connecting tick may be used after , , &c., when they are followed by , and . Thus:— dirge, faiths, serpent.

Dividing a Word.—A word may always be divided when the joining happens to be awkward or the outline descends too far below the line. Thus:— law-suit, bagpipes. The necessity for this, however, seldom arises.

Punctuation is effected in the usual way, except the hyphen + and the dash —. The full stop may be indicated by a space.

Initial Capitals are indicated thus . Examples: Jew, Wales, England, S.E., L.S.W.R.

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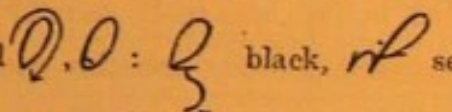
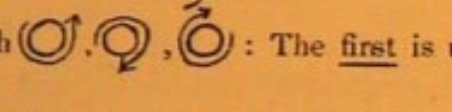
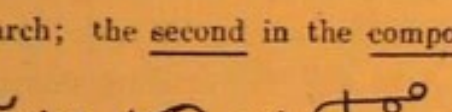
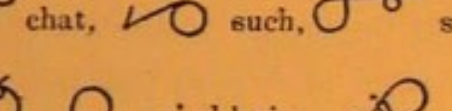
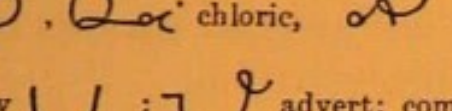
COMPOUND CHARACTERS.

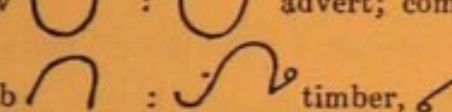
The following compounds, which are not strictly alphabetic, require noting:—

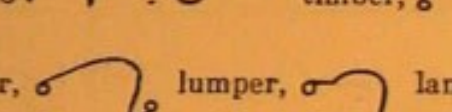
Bl  black, sensible, bleak, trebly.

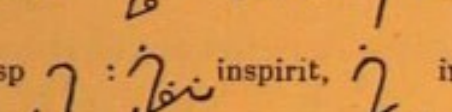
Ch  : The first is used in the compounds Chr and Rch, Christ, arch; the second in the compound Lch, filch; the third in other cases, chat, such, scholar, scheme. Chl may be written  or , chloric, richly, speechless.

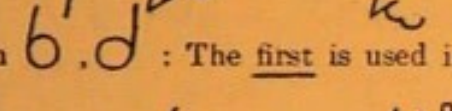
Dv  : advert; compare avert.

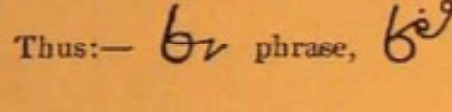
Mb  : timber, lumber; lamb; compare temper, lumper, lamp.

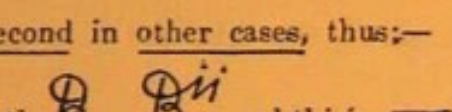
Nsp  : inspirit, inspect, ensphere, conspire.

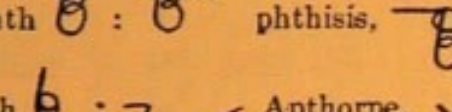
Ph  : The first is used in the compound Phr, before ⟋ and ⟍, and final. Thus:— phrase, philter, sulphur, epitaph. The second in other cases, thus:— phase, phlegm, physic.

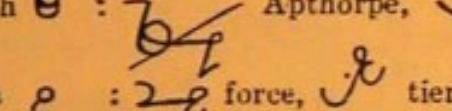
Phth  : phthisis, ophthalmic.

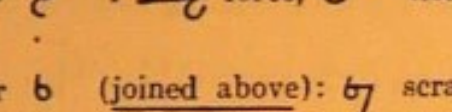
Pth  : Apthorpe, depth.

Rc  : force, tierce, mercy, farcical.

Scr  (joined above): scrap; compare Sr (joined below): disrank.

Sh  : shop, shrink, push, wash.

Sw  : swam, swear, answer.

Th  : this, threw; (final) : worth, faith.

Wh : whose, when; compare chose, chin.

Wr : wring; compare thing.

Ws : pews, rows, frowsy.

Xc : excel, exclaim.

Xh : exhale; compare Xch

Xp : expel, export.

Xt : extent, text.

DIPHTHONGS.

Ai : aim, nail. It follows the same rules as Ea.

Au : audit, landau.

Ay : pay, may. The form is used when it joins more clearly or facilely than the form , as after ; thus day, jay, dismay, nay, quay, Tay.

Ea : eat, seal. The form is used after ; thus:— bear, meal, near, pea, sea, yea. After and it may be turned either way, thus:— idea, deaf, or team, or veal. An angle must always be made after before , , and : thus:— bead, sneak, seas, peat. Eau : beauty.

Ee , Ei , Ie are all written upward much more steeply than u ; thus:— peel (compare pull), rein (compare run), grief (compare gruff).

Ia : briar, denial. It follows the same rules as Ea.

Oe : œdema, toe, woesome.

Oi : oil, ointment, foil, coin.

Ou : out, count, aloud, stout.

Oy : toy, annoy, decoy.

Ua : guard, dual, usual.

OTHER SLURS.

Ays : pays, ways, says, prays.

Fs : waifs, hoofs, offspring.

Ks : looks, works, walks.

Mbs (when preceded by e, i and u) : kembs, climbs, numbs.

Ng : ginger, hang, sting, singer.

Nk : wink, rank, sink, tinker.

Oys : cloys, employe.

Ps : psalm, psychic, caps, strips.

Sp : spire, spear, lisps, wasps.

HOW TO WRITE AND JOIN THE CHARACTERS.

A – is a short horizontal connecting stroke, afar. Diphthongs:—Ai , . Au . Ay , . Ays , .

B is like the letter , but without the hook upwards at the end. Compounds: Bd . Bf . Bg Bh , abhor. Bj . Bk . Bl . (the form is not used till later). Bm . Bn . Bp . Bq . Br , brain. Bs . Bt . Bv . By . Bz .

C c is written like the letter C . Compounds: Cd . Ch is written three ways to facilitate joining. (See Compound Characters.) Chl , . Chr . In adding inflections to ch they may be joined either above or below. Thus:— aches, pitch'd, filches, pilchard. Ck . Cl . Cm . Cn . Cqu . Cr . Cs . Ct Cy .

D is much flatter and longer than t . Compounds: Df Dge . Dh . Dj Dk . Dle Dm . Dn . Dr . Ds . Dt . Dv . Dw Dy . Dz .

E is a short upstroke. Diphthongs: Ea , . Ee . Ei . Eu . Ew , few.

F is the opposite of c C . No angle is made before after vowels. Thus:— (not) if, refer. Compounds: Fc . Fd . Fg . Fl . Fm . Fn . Fr . Fs , . Ft . Fy .

G is like the left-hand half of a capital G. Compounds; Gb Gd . Gh . Gl . Gm . Gn . Gr . Gs . Gy .

H is a large backward circle beginning at the bottom. It is distinguished from ch by the way it is joined. Compare hat, chat. Compounds: Hd . Hg . Hs . Hy .

I is a short upstroke like e , but dotted. Diphthongs: Ia , . Ie .

J is like the letter j, but is not dotted.

K is the opposite of g . An angle must be made before after , and Thus:— like, beak, duke. Compounds: Kd . Kg Kh . Kl . Kn . Kr . Ks , . Ky .

L is a small circle. It is turned forward in the direction of the hands of a clock. When not joined to another letter l is distinguished from r by prefixing a short hair stroke to show its direction. In other cases the distinction is obvious. Compare:—

lair	rail	male	mare
link	rink	fail	fair
flay	fray	whirl	walrus

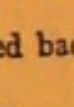
Compounds: Lb . Lc . Lch . Lchr . Ld . Lf . Lg . Lh . Lk . Lm . Ln . Lp . Lr . Ls . Lt . Lv . Ly .

M is much longer and flatter than n . Compounds: Mb . Mbs , Md . Ml . Mn Mp . Ms . Mt My

N is like the first hook of the letter n . Compounds: Nb Nc . Nch . Nd . Nf . Ng . Nh . inherit, inhale. Nj . Nk . Nl . Nm . Nqu . Nr , enrich, enroll. Ns . Nsp (s omitted). Nt . Nv . Nw , inward, enwrap. Nx . Ny .

O — is about three times as long as a — . Diphthongs: Oa (when necessary to distinguish it from o) — , coat, cot. Oe . Oi . Ou . Oy .

P is a long downstroke. Compounds: Ph , . Phl . Phr . Phth . Pl . Pr . Pt . Pth . Pw . When s is joined before

or after p the s is sloped backwards (slurring the angle). Thus:—  speck, trips, cusps.

Qu is like the lower loop of the letter f. It is turned the opposite way to j.

R is a small circle turned backwards. It is the opposite of l. Compounds: Rb . Rce . Rch . Rd . Rf . Rg , barge, serge. Rh , rhyme, Rhine, catarrh. Rk . Rl . Rld . Rm . Rn . Rp . Rqu . Rs . Rt . Rv . Ry . Rz .

S is a short downstroke. Compounds: Sb . Sc . Sch . Sh . Shr . Sk . Sl . Sm . Sn . Sp . Sph . Squ . St . Sw . Sy . As the combination Sr is not of very frequent occurrence the compound may be used for Scr, which is distinguished from Sr by the way in which it is joined. Thus:—Scr , scream; Sr , misread.

T is like the hook at the end of the letter t. Compounds: Tb . Tc . Tch . Th . At the end of a word the circle need not be completed Thus:— with. Tl . Tr . Tw . Ty .

U is a long upstroke on a flat slope making an angle of about 30 degrees with the line. It is written much less steeply than Ee . Compare sum, seem. Diphthongs: Ua . Ue . Ui .

V is distinguished from ste by its size. Compare view, stew.

W is an upward hook turned either way. The first form is always used initially except before r. Compounds: Wd . Wh is the w hook enlarged to look like the h circle. Wk . Wl . Wn . Wr is distinguished from th by its size. Ws . The addition of the s tick to the w hook forms a loop. Thus:— saws, news. Wy , snowy, sinewy, dewy.

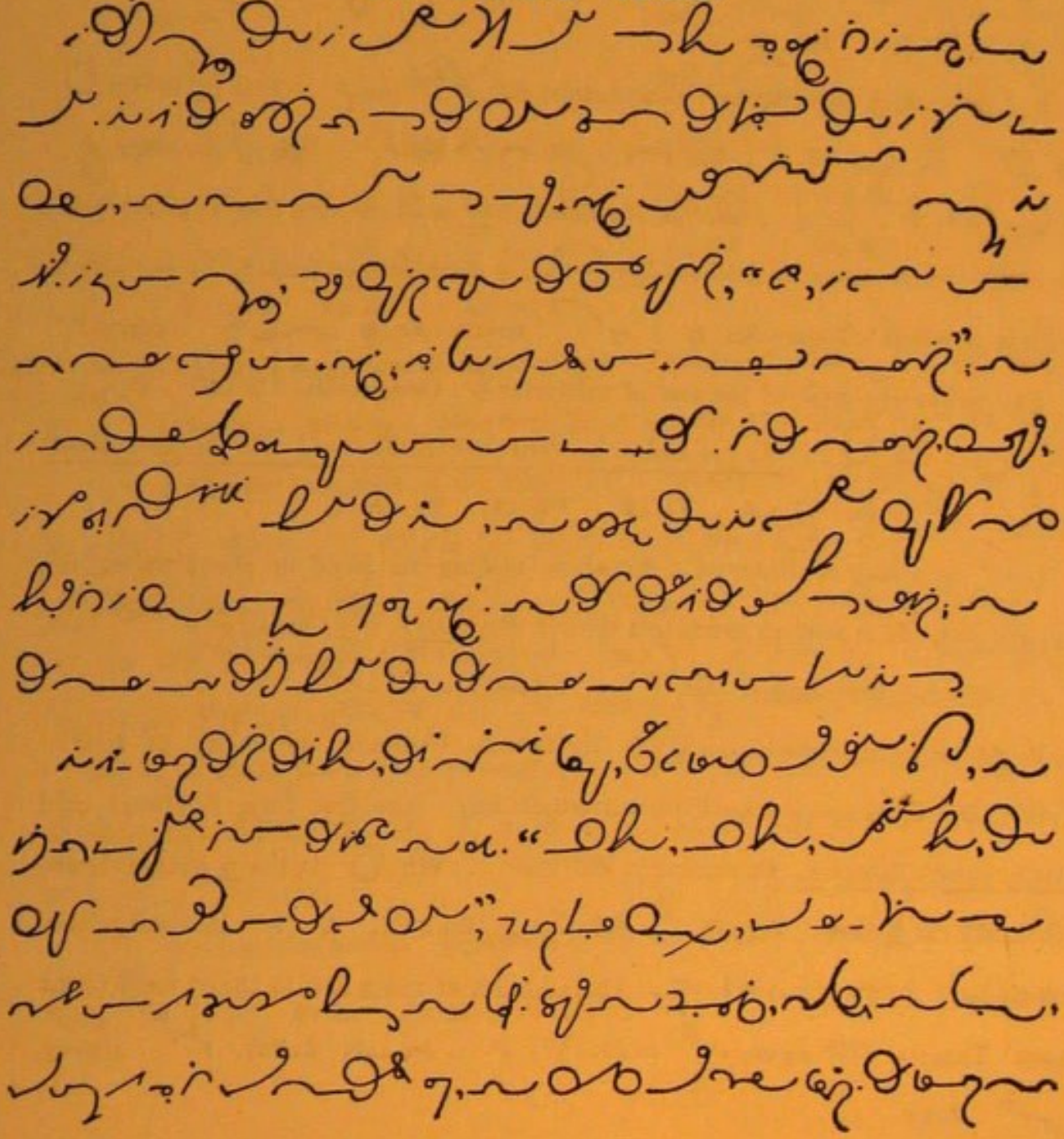
X ς is a combination of c and s. Compounds: Xc ε . Xch ζ . Xh δ . Xp ζ . Xqu ζ . Xt ε .

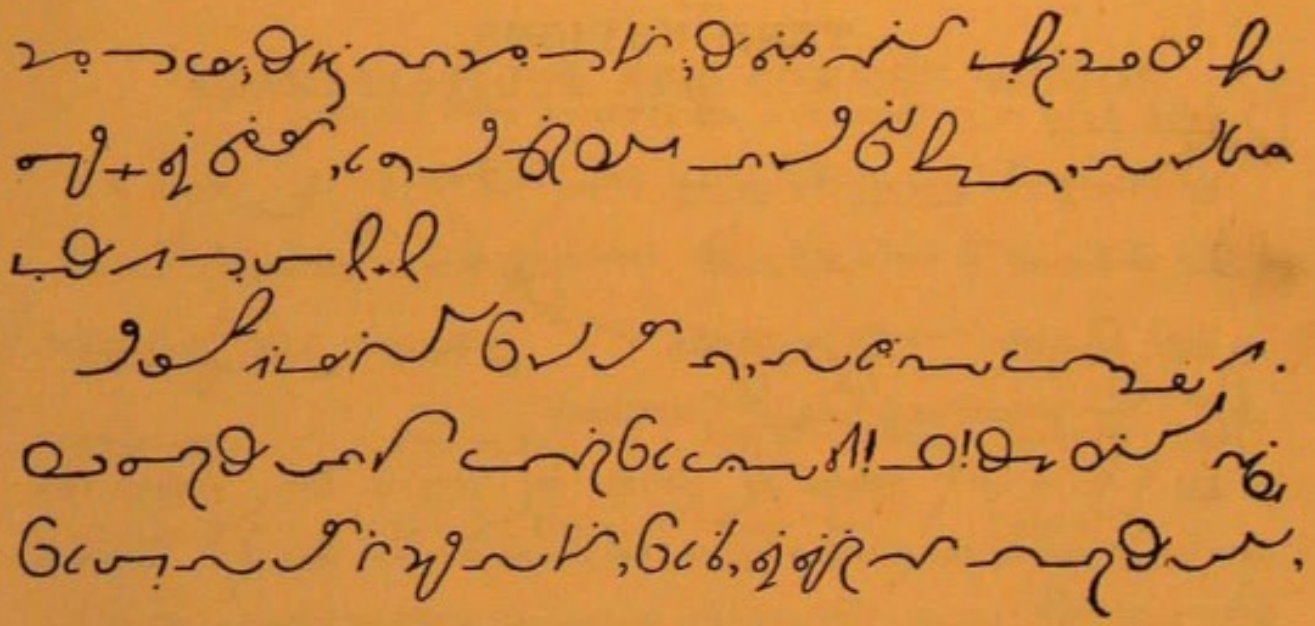
Y ⟍ is a downward tick from left to right.

Z ⟋ is a short downward curve from right to left.

In the following specimen of writing every word is written in full letter for letter. Nothing is left out:—

ON BEING IDLE.





ABBREVIATIONS.

The following are some simple methods of abbreviation. Most of them are already familiar in longhand:—

A and O.—The vowels a and o are omitted before m and n, except initially and in rare words. Thus:— bank, common, alone, woman. An omission of this kind can always be corrected, if desired, by writing the omitted character above. Thus:— band, bond; dame, dome; gang, gong; tame, tome; wander, wonder.

K and C.—K may be often substituted for c when the latter has the hard sound. Thus:— income, close.

Dots are generally omitted. Thus:— is, if, in, it, apply, assist, cotton, fiddle.

In adding inflections to words ending in y, the y need not be changed into i or ie if it is more facile to retain the y. Thus:— flys, trys, sayd, dryr.

PREFIXES.

Mis ms.— misuse, mislay, misnomer.

Trans trs.— transfer, transmit, transcript.

TERMINATIONS.

Asion, Ation ∩ n (disjoined).– abrasion, relation.

Ed.–The e may generally be omitted. Thus:– tired, faced.

Ful ∂ fl.– useful, wonderful, beautiful.

Hood ◯ hd.– manhood, widowhood. fatherhood, bachelorhood, hardihood.

Ing \ (.– leasing, placing, praying, coming. This form is used only for the inflection ing, and not in such words as king . Compare bring. bringing; sing, singing. It is better to curve the stroke after d, m, n, t, v and vowels. Thus:– reading, blaming, sinning, setting, seeing, going, saying.

Ion, Tion ⌒ un (dotted if necessary).– position, passion, deception, action, section.

Less ٩ ls.– useless, unless, fearless.

Ment ⌒ mt.– payment, raiment, moment.

Ness ∧ es.– slyness, faithfulness, senselessness.

Ough — o'.– ought, brought, plough.

Ther ◯ hr.– other, mother, rather, either.

Ward ⌒ ard.– inward. outward, forward.

In the following compounds the silent letters may be omitted:–

Acqu ∂ aqu.– acquire, acquaint.

Adj ∂ aj.– adjure, adjourn.

Dge ◯ ge.– edge, lodge, budge.

Tch ◯ ch.– fetch, match, crutch.

The following list of abbreviations contains many longhand friends:–

ABBREVIATIONS FOR COMMON WORDS.

A or An –

Able, About

Above

After

Already

Also, Always

Am

Amount

Anger

Answer

Any, -one

Are, are not

Be, Beg, Big

Body, But

Both

Came

Come

Can, Can't

Child

Could

Course

Court

Dear

Do, Does

Down

Even (e'en)

For, Form

Forthwith

Found

Friend

From

Further

General

Gentleman

Gentlemen

Good

Great

Had

Half

Have

Having

Into, Like

Made

Might

More

Most

Much

Must

Never (ne'er)

Not, Note

Nothing

Of —, On

Once, One

Out

Over (o'er)

Perhaps

Right, -ful

Round

Same

Some, Self

Shall, She

Should

Something

State, To

Under

Very, Verify

Weak, Week

Were, What

Which

Whom

With

Without

Would

Young, -ster

You, Yours

Youth

ON CATS AND DOGS.

WRITING BY MODE.

A powerful method of abbreviation is writing by "mode," that is, writing characters in position with respect to each other. There are three modes. In Mode I. the second character is written above the first, in Mode II. on the same level, in Mode III. below.

MODE I.

PREFIXES.

Th.—Initial th is omitted in all common words, the omission being shown by writing the rest of the word above. Thus:— than, that, the, them, there, this, those, though, thus, thy. Thing is written .

Exception: The character a written above is used for the word and. Example: I think they knew him then.

Eve and Evi are similarly indicated. Thus:— evening, event, ever, every, evident, evil. Exception: Even is written e'en, as in longhand, to distinguish it from than or then.

Be.—This prefix is peculiar to a special class of English words, and may also be expressed by writing above. Thus:— before, because, befall, beset. The word be is expressed by a dot above , been , being . The former will not be found to clash with than. Better is written , best , and by .

Per, Pre, Pro.—These prefixes, being Latin, will not clash with any of the foregoing English prefixes, and may be expressed in the same way. Thus:— person, present, proclaim. Pre and Pro are distinguished from Per, if necessary, by retaining the vowels e and o. The cases, however, in which it is necessary to make the distinction are very rare. Examples: persecute, prosecute; promise, premise. Always write o before f. Thus:— profane, profess. In the prefixes super, supra, hyper the per is expressed by writing the terminal portion of the word close above and to the right of the initial prefix Thus:— superfine, supralinear.

Pri, Pur.—These allied prefixes may be expressed in the same way as pre in many instances. Thus:— primary, private; purchase, purvey.

Para, Peri.—These Greek prefixes may be indicated in a similar manner. Peri is distinguished by retaining the i. Thus:— parallel, period, perimeter.

TERMINATIONS.

Ive, Ve.—These common terminations are expressed by a dot above and to the right of the word to indicate the v. When the word is inflected the last letter of the inflection is substituted for the dot. Thus:— leave, cove, give, saves, lived, given, loving. In words ending in ove or olve it is generally better to omit the o or ol and to write the v. Thus:— grove, novel, movement, prove, solve. shoving, involved.

Ety, Iety, Ity.—These terminations are expressed by writing y above. Thus:— entirety, society, insanity. Write piety to distinguish it from pity

MODE II.

Com, Con are expressed by a dot close in front of the word. Thus:— compose, comparative. comprehend, preconceived. In practice they are generally expressed by Mode II. Thus:— in combination, I conceive. In compound prefixes such as incom, recon, &c., the com or con is expressed by mode. Thus:— incompetent, reconsider. Cum may be similarly expressed. Thus:— circumvent. Cam and Can may sometimes be expressed in this manner. Thus:— camphor, candid, the campaign, to cancel.

MODE III.

PREFIXES.

Magna, Magne, Magni are written m, the rest of the word being placed below to indicate the g. Thus:— magnanimity, magnetic, magnify.

TERMINATIONS.

Age. Ake, Dge, Ge, Ke are expressed by a dot below and to the right. When the word is inflected the last letter of the inflection takes the place of the dot. Thus:— passage, awake, dredge, wage, strike, urged, taken. After n it is better to write the ge. Thus:— change, linger. Such words as cake, flake, rake, wake are better written .

Gn is written n below. Thus:— sign, impugn.

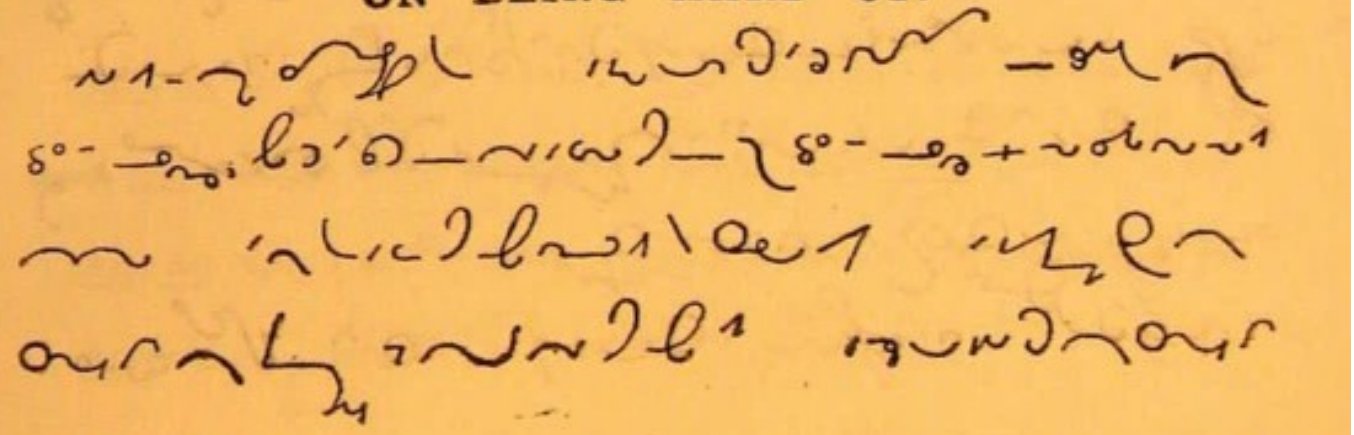
Gram is written m below. Thus:— diagram.

Ight is written t below. Thus:— sight. alight.

Ly is written y below. Thus:— lowly. In practice the y may generally be joined. Thus:— finely, fearfully, nearly, only. After a mode the ly would of course be written in full. Thus:— lovely, hugely.

Note.—In the middle of a short word g or v may be conveniently expressed by the modes, as in severe , reign , design But in the case of longer words it is generally better to keep the g or v if it forms part of the first syllable or root of the word, and only to express it by mode if it occurs in a subsequent syllable. For instance, it is better to write benevolent than . Similarly prerogative is written , regular , reverend , several . But in alleviate , elevate , intelligence , religion , the v or g would be appropriately expressed by mode.

ON BEING HARD UP.



GENERAL METHOD OF ABBREVIATION.

The general method of abbreviating is the same as that ordinarily employed in longhand, namely, to write the first syllable of a word, and, if necessary, to indicate the termination by writing the last letter or two separated by a small interval from the first part. Thus:— acknowledge, especially, reference, regulation, extraordinary, ordinary, representative. In many cases the termination may be joined, as in the three last examples. In the case of short words containing a characteristic long vowel or diphthong, it is generally better to keep the vowel. Thus:— delete, erode, indeed, meet, read. But in the case of very common words for which abbreviations are already current in longhand it is often better to follow the longhand usage. Thus:— for most or must, for part, for point, for right. As in longhand, the same abbreviation may in some cases be used for two, or even three, different words provided that they are different parts of speech such as would necessarily be distinguished by the context. Thus:— is used for had and head, and also for the termination hood; for would and world, for might and for the termination ment. The principle in itself is good and reasonable, but we would caution writers of Orthic against the abuse of it.

TERMINATIONS.

Able, Ble , : liable, payable, bibles. In short words able is written to distinguish it from ab. Thus:— table, tab.

Acy, Asy , : curacy, diplomacy, embassy, easy.

Acity : capacity, pertinacity, veracity.

Ary, Ory : elementary, contrary, conservatory.

Bility : ability, affability, insensibility.

Ence : influence, residence, confidence.

Ency : clemency, competency, emergency.

Ent : opponent, provident, agent.

Fection : affection, defection, perfection.

Fication : fortification, modification.

Graph : lithograph, paragraph, geography.

Gue (one syllable) : league, prologue, rogue, tongue.

Ignant, Ignity : indignant or indignity, dignity.

Ism : idealism, conservatism, socialism.

Ject : inject, project, reject.

Osion, Otion : explosion, lotion.

Oud, Out, Ound, Ount : cloud or clout, aloud, route, astound, hound, account, recount.

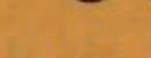
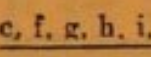
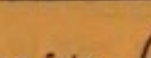
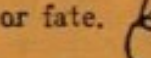
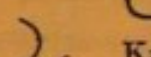
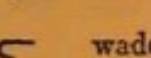
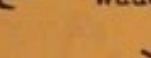
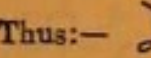
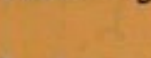
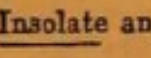
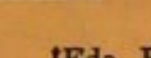
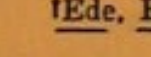
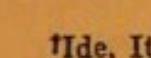
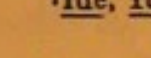
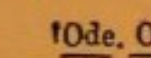
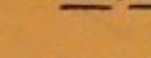
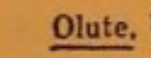
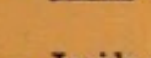
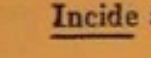
Words which may clash: Mound and mount, round and rout.

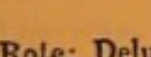
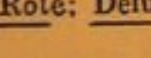
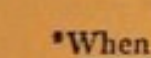
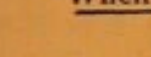
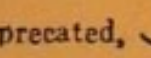
Ship : fellowship, friendship, worship.

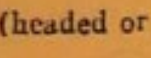
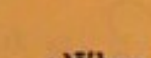
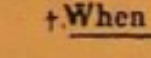
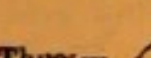
Struct : instruct, obstructing, destructive.

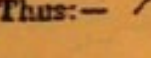
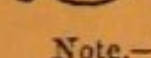
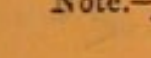
Wise : likewise, otherwise, unwise.

Ying : conveying, crying, dying, flying.

*Ade and *Ate are generally written and respectively. Thus:— made,  date. It is better, however, to write them — after c, f, g, h, i, k, l, p, r, s, w. Thus:—  decade,  deprecate,  fade or fate,  brigade, gate,  hate,  obviate,  cockade,  Kate,  glade,  late,  spade,  trade,  rate,  crusade,  wade. In words ending in olate and ulate the o and u are usually omitted. Thus:—  collate,  calculate,  stimulate. Immolate and Emulate, Insolate and Insulate may clash.

†Ede, Ete  :  concede,  impede,  effete,  obsolete.

†Ide, Ite :  confide,  reside,  smite,  write.

†Ode, Ote — :  explode, strode,  promote,  wrote.

Olute, Ude, Ute : absolute, denude, mute.

Incide and Incite, Rede, Ride and Rite, Side and Site; Mode and Mote, Rode and Rote; Delude and Dilute, Illude and Elude may clash.

*When inflected for the past tense it is better to omit the a. Thus:— de-

†When inflected for the past tense it is better to write dd or td than d. Thus:— impeded, sided, eroded, concluded, secreted, indited, voted.

Note.—Dd or td is slurred into one long character .

EXAMPLES OF ABBREVIATIONS.

Derivatives of words are abbreviated in the same way as the primitives from which they are derived. For example, exception is contracted in the same way as the word except, adjust in the same way as just, remember in the same way as member. Party and particular are abbreviated like part, county and country like count. The two forms of ea are used respectively for each and eat. They may be generally applied. For instance, in such words as beach and teach the former abbreviation would be used, while in the case of words like beat and heat the latter abbreviation would be used. Peach should be written in full to distinguish it from pea. Note also the word preach.

Accord, -ing
Advantage
Afraid
Afternoon
Announce
Apparent
Appropriate
Arrange
Back
Background
Baptise-ist
Beautiful
Believe
Bishop, Boy
Breech, Breach
Bread
Caught
Command
Commence
Comment
Common
Commonwealth
Concerning
Consideration
Consult -l, -ation-n
Counter
Country
County
Dark
Darkness
Difference-ent
Difficult
Each, Eat
Else, where
Endeavor
Except, -ion
Executor
Exercise
Expect
Favor
Female
Foreign
Forgive
Glorify
Grade
Hand
Happy
Help, High
Him, His
Horrify
Importance-ant
Individual
Insult
Interest
Joy, Just
Justice
King, -dom
Know, -n
Knowledge
Lady, -ship
Language
Large, -est
Laughter
Lead, Least
Letter
Little
Lord
Mad
Male
Make
Meek
Member
Morning
Mortgage
Nearest
Necessary

Neighbor Nevertheless Next, Nor Notwithstanding Number Obedient Object Owner Opportunity Paper, Parade Particular Party, Partly Peculiar

People, Pupil Philo- Philosophy Plaintiff Practice-ical-ise Preach, -er Property Public-ish Quiet, -ness Report Result Satisfy Satisfactory

Saviour Scarcely Selves, Serves Serve, -ant Short Shorthand Signify Signification Sir, Sirs Solicitor Sometimes Source Speak, Special

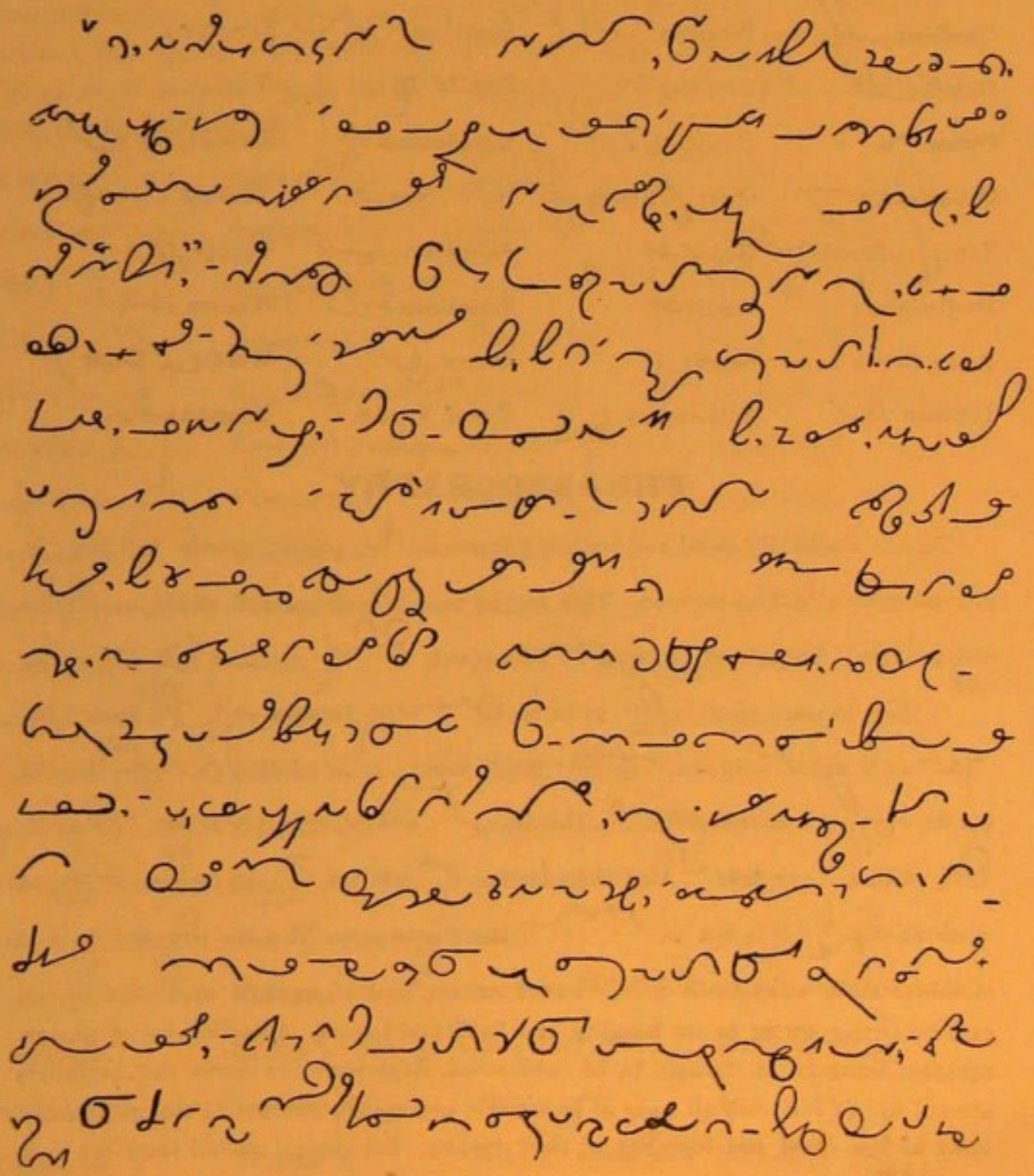
Spirit, Spect Stage, Stake Strong, Strength Subject Such, -as Superior Toy Treacherous Trust, -ee Voyage Wisdom Word, Work Yeoman

PHRASEOGRAPHY.

Time is frequently saved and legibility increased by joining words together in phrases without lifting the pen. This applies especially to common words, auxiliaries and particles. Thus:— I say, I am not, we have had, as is, there is, to do, to be so, he does not, it should be, as it was, in the, much more, of the, should not do, I shall be very, this is, out of, it is not, as if, with a, by the, that the, to the, we are, as long as, as much as, it is not so, there is no more. This is a powerful method of abbreviation in the hands of experienced writers, and is specially applicable in the case of Orthic owing to its lineality and facility of joining. A reckless use of phraseography, however, is strongly to be condemned. Experience has shown that beginners are apt to run riot with all sorts of impossible and useless phrases, to the great detriment of the speed and legibility of their writing. The student should therefore exer-

cise the greatest caution at the outset in his use of phraseography. He must remember that abbreviated words cannot be freely joined without danger of clashing; that time is not saved by joining words which join awkwardly or indistinctly; and that phrases which are so long that they cannot be written easily without shifting the hand can be written more clearly and quickly if divided.

ON BEING IN THE BLUES.



NOTES ON REPORTING.

The most important and generally useful method of abbreviation is the general method already explained. It may be very freely used with due regard to the context. Half the art of reporting depends on a judicious use of the context. The good reporter acquires an instinct which tells him when he may scribble and abbreviate recklessly without fear of subsequent misreading. Common or repeated words may be very generally abbreviated, but uncommon or rare words should be carefully written. It is of no use to burden the memory with special abbreviations for rare words, however long and awkward they may be. Beginners often waste a great deal of time and ingenuity in devising special contractions for such words as heptahexahedral, sesquipedalian, trinitarianism and the like. The absurdity of such a proceeding is too obvious to need further comment. The difficulty in practice is not to devise abbreviations, but to extemporise them. It would be quite easy to make neat and clear abbreviations for all the words in the language; but it would be hopeless to attempt to remember them all at once. In practice it is therefore of much greater importance to form habits of ready abbreviation than to attempt to learn or make out lists of special contractions.

Bl, B-l.—Words beginning bl and b-l are written and respectively. Thus:— block, bullock; blow, bellow or billow; black, bulk; blast, ballast.

De, Di.—These two prefixes are distinguished by omitting the e and retaining the i. Thus:— deformity. difformity; defendant, difficult; delude, dilute.

Dev, Div.—Words beginning dev or div may be written . Thus:— devote, divulge. Devi and divi are distinguished from deve and dive by writing the final i. Thus:— develop, devil, dive, divide.

E and I may often be distinguished without dotting the i by writing the latter more steeply than e. Compare inter with enter, illude with elude.

Ing may be written instead of whenever it is more facile. Thus:—. bring, singing, awning, mingle.

Initial vowels may be omitted before x. Thus:— axiom, excite, export, extent.

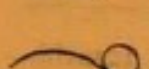
H is generally omitted. Thus:— hasten, hospital. But in short words, medially and in abbreviations it is sometimes better for purposes of identification to retain the h. Thus:— heat, home, adhere, adhesion (compare addition), had, history.

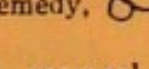
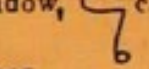
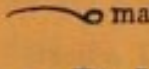
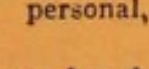
Silent letters are generally omitted. Thus:— straight, eight, taught, phthisic, rhyme, buy, blackguard.

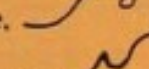
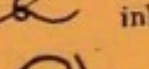
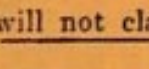
Ect and Ict are omitted. Thus:— detect, afflict. Adject and adjust, affected and afraid, collect and cool, collected and cold, select and sell may sometimes clash. Write strict to distinguish it from strong.

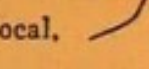
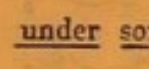
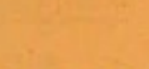
SLURRING.

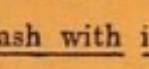
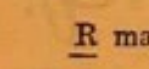
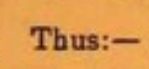
In hurried writing it is not always possible to preserve the exact forms of the characters, but it is important to keep as far as possible the general outline of the word. The following are examples of common slurs:— = or , dead or did, dedicate, deduct, candidate, fitted, raided; it may also be used initially for , detach, detain, determine, detriment; = , advent; = , transact, enacts, exacted, action; = , monomania, money, many; it may sometimes be used for or , memory, animal, economy. The larger and more characteristic signs should be retained, but the smaller characters such as l and r may be slurred. Example:— experience, experiment, great, fellow, pillow, follow, to-morrow, sorrow, swallow, tallow or to allow, fall off or far off, solar, narrow, sparrow, coral, alcohol, chloroform, confusion, deputy, duty, instead, until.

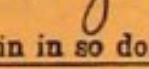
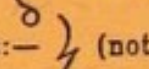
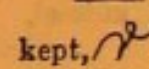
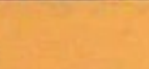
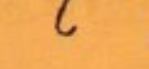
T may generally be slurred in the termination th. Thus:— heath, pith,  month, wealth. But when th is preceded by r it is better to write the th in full. Thus:— hearth, mirth.

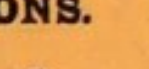
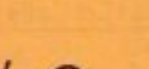
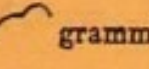
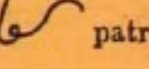
Short vowels may often be slurred. Examples:— earnest, forest, meadow, modesty,  remedy,  shadow, caper,  manner, national,  nominal, personal, upper.

En, In.—In words beginning en or in the n may be slurred when followed by a, b, c, e, f, h, i, m, r. Thus:—  inaccurate,  enamel, inbred. include, inertia, infer, enhance, initiate, enmity, inmate,  enrich. Infect and effect will not clash.

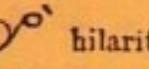
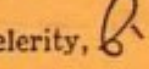
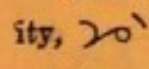
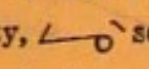
Un, Une, Uni.—The n in these prefixes may also be slurred. Thus:—  unfair,  unreal, unusual,  unequivocal, uniform. Un and under sometimes clash.

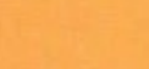
L may be slurred when preceded and followed by e or i. Thus:—  element,  illegal,  telegraph. Illimitable will clash with inimitable.

R may often be omitted in the r compounds. Thus:—  brick,  drink,  frank, grand,  proof,  sprinkle, tranquil, strangle.

Note.—Never omit a letter unless there is a gain in so doing. Thus:—  (not ) kept,  (not ) insert, (not) said.

TERMINATIONS.

Arian, Ician  librarian,  grammarian, patrician.  academician, ( academian).

Arity, Erity, Evity, Icity, Idity, Ivity hilarity, celerity, brevity,  felicity, solidity, activity. Parity and pity, polarity and polity, privity and principality may clash.

Ector, Essor, Ictor, Itor, Utor : collector, assessor, victor, editor, persecutor, coadjutor.

Efy, Ify : humefy, gratify. Exceptions: Defy to distinguish it from defend; glorify, horrify, signify (see pp. 22-23); magnify.

Ereal, Erial, Icial : ethereal, imperial, official.

Estic, Etic, Istic, Itic : majestic, pathetic, artistic, critic. Cosmetic and cosmic, phonetic and phonic, phrenetic and phrenic, prophetic and paragraphic, splenetic and splenic will not clash.

Ish (after b, m, n, r): rubbish, famish, vanish, bearish.

Rior : inferior, warrior.

Titude, Titute : attitude, institute.

Tribute : attribute, contributor.

has been given as representing ion, tion. It may also be used to express—

Ection, Ession, Etion: recollection, secession, secretion.

Iction, Ision, Ition: restriction, excision, tradition. Collision and collection, concision and concession, elision and election, emiction and emission, exesion and exsection, precession and precision, recession and recision, session and section may clash.

represents Usion, Ution. It may also be used for—

Uction: reduction, construction.

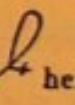
Ulsion: emulsion, repulsion.

Unction: junction, inunction.

Ursion: excursion, incursion. Compulsion and compunction, discursion and discussion, expulsion and expunction, fusion and function, solution and suction may clash.

INTERSECTION.

This method of abbreviation, if systematically applied, generally gives rise to difficulty, as some cases of awkward intersection must necessarily occur which require some alternative mode of treatment. For instance, you cannot intersect p and s without doing violence to one or the other. In many cases, however, it is applicable. It is specially adapted to the expression of polysyllabic terminations. The following are examples:—

Ceous, Cious / :  herbaceous, audacious. On the principle that similar sounds are represented by similar signs this may be extended to include all endings which have the sound of "shus," or which approximate it. Examples:—

Ctious, Ctuous: infectious, unctuous.

Dious, Duous: tedious, arduous.

Geous, Gious: outrageous, religious.

Ptious, Ptuous: exceptious, sumptuous.

Scious, Seous, Suous: luscious, gaseous, sensuous.

Teous, Tious, Tuous: beauteous, contentious, impetuous.

Xious: anxious, influxious. Caseous and captious, deciduous and deceptious, fatuous and factious, innocuous and innoxious, prescious and precious, tortuous and tortious may clash.

Easance, Escence, Icence, Isance, Ittance, Iscence, Istance, Istence C : malfeasance, excrescence, reticence, nuisance, quittance, reminiscence, distance, existence. Defeasance and deficience may clash.

Acent, Ascent, Easant, Escent, Icant, Icent, Icient U : adjacent, depascent, pleasant, incandescent, mendicant, beneficent, efficient. Write nocent to distinguish it from nascent

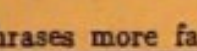
Sh.—One character intersecting another indicates an intermediate sh. Examples: bushes, lashed, washy, wishing, blushed, dashed, fishes, fresher, quashing, selfishness, womanishly.

These methods may sometimes be employed in phrases. Thus:— but I can't, there isn't, I shall, we should, Irish descent.

When intersection is awkward the second character is written below the first. Thus:— coalescent, rapturous, and shall, so we can't.

PHRASEOGRAPHY.

It is, it was, it were, it will, it would are written ; compare 'tis, 'twas, 'twere, 'twill, 'twould in longhand.

Was may often be written . This loop should be used whenever it joins or phrases more facilely than or and before a mode. Thus:— I was wrong, nothing was easier, but so it was, it was better so, he was disliked. Compare I was not hurt, it was full, he was late, the way was long. Of course as was, this was, it was well, he was wasteful, &c., would be written  , &c.

Has or have may always be omitted before an irregular past participle. Thus:— he has seen him, it has risen, I have done it.

To as the sign of the infinitive may always be omitted. Thus:— I had to tell him, he called to see, we had to do it, able to make, able to do, about to do.

The d of the past participle may be omitted when it is evidently required by the context and there is any gain in doing so. Thus:— I was impressed, it is concluded, I am astounded, could be placed.

The w in will may often be omitted. Thus:— which will, he will, we will, much will.

The conversational pronunciation may usually be followed Thus:— let us, you will, you are, he is, they will, as soon as, so as, those

who are, in every respect, never more, for evermore. When the same consonant ends one word and begins the next, in conversation no pause is made between the two, but one articulation is made to do double duty. This may generally be applied to shorthand. Thus:— it is said, if further, they are right, it will last, good-day, many years' standing. It would not, of course, be applicable in the case of it followed by another t beginning a verb in the past tense, because it would clash with I. For example, is I took, not it took; is I tried, not it tried. And it would not be used when words have a recognised abbreviation. Thus:— (not) could do, (not) did do, (not) for reasons.

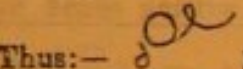
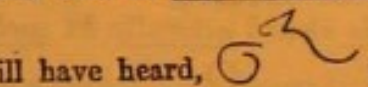
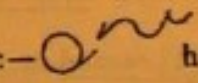
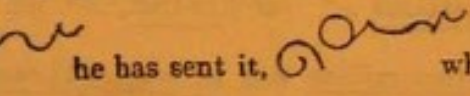
Connecting words such as a, and, of, or, the, to, &c., may be freely omitted, especially where they are necessarily required in the expression. Thus:— as (a) matter of course, again (and) again, more (and) more, worse (and) worse, in support (of), point (of) view, for (the) sake (of) glory, for (the) sake of the, sooner (or) later, in relation (to), with regard (to), with reference (to), face (to) face, place (to) place, time (to) time, in comparison (with).

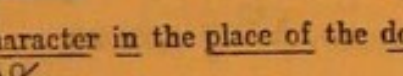
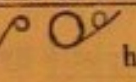
If a phrase is repeated several times in the same passage the first word or letter only should be written at each repetition, followed by a long dash, to which the termination of the phrase may be attached. Thus:— Philippians IV., 8.

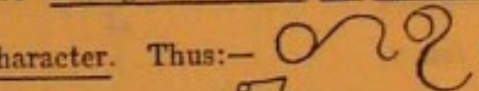
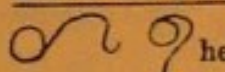
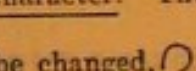
Common and familiar phrases may be treated in a similar way.

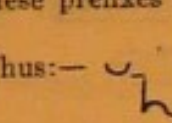
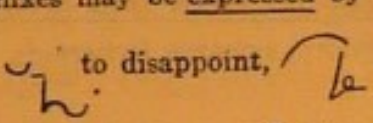
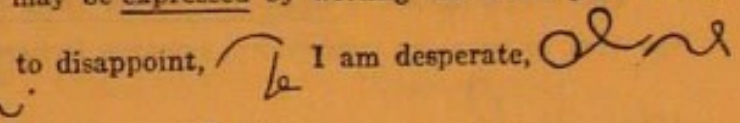
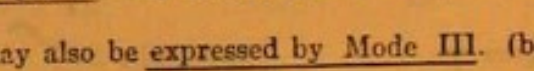
MODES.

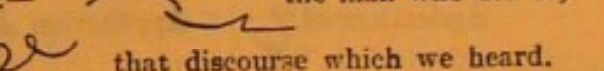
They.—Th is indicated by writing the rest of the word by Mode I. This principle may be extended to express they by writing the next word by Mode I. Thus:— if they say so they but tell the truth.

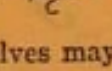
Have, Has.—Have may also be expressed by Mode I. (compare I've in longhand). Thus:—  you will have heard,  what have we said? Has may be similarly expressed. Thus:—  he has sent it,  why has he done it?

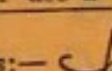
Be is expressed by a dot above. This dot may be omitted, its omission being shown by writing the next character in the place of the dot. Thus:—  when will he be ready?  he will be here.

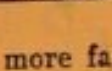
Note.—Have may be distinguished from be by writing the next word directly above the preceding character. Thus:—  he must have changed,  he must be changed,  if he have lost, if he be lost.

Des, Dis, Dys.—These prefixes may be expressed by writing the latter part of the word by Mode III.—Thus:—  to disappoint,  I am desperate,  he had dysentery. Exceptions:  deserve, dissever, design.

Who and which may also be expressed by Mode III. (being of different genders they will not clash). Thus:— the man who did so,  the outing which we had, that discourse which we heard.

The modes themselves may also be used in phraseography. Thus:—  give me, take him, the judge said.

Note Well.—Never use a mode when doing so necessitates the breaking of a continuous outline. Thus:—  could be seen, would be done, to be put, we have had.

As only one mode can be expressed at a time, when two occur together choose the one which is the more facile. Thus:—  who are they who say this? they have said, if they be put, they disappointed us, if they have disagreed, if they be disallowed, that which they say.

FIGURES.

The ordinary Arabic numerals should generally be used. In writing round numbers the abbreviations / for hundred, 9 for hundred thousand, ⌒ for million, ⌒ for hundred million may be used. Thousand is written by Mode I. Thus:—

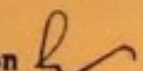
3/ 300; 49 400,000; 8⌒ 8,000,000; 9⌒ 900,000,000; 7250 7,250,000;
26 2,600; 15 1,500,000; 36 9 3,006,009.

When reporting sermons indicate the book or epistle by Mode I., the chapter by Mode II., the verse by Mode III. Thus:—2)35 II. Kings, 3rd ch., 5th v.;
δ'46 I. John, 4th ch., 6th v.

LIST OF ABBREVIATIONS.

The following list is suggestive rather than arbitrary, and is given mainly with the idea of securing uniformity amongst writers:—

Abbreviate
Abrupt
Abstract
Absurd
Accomplish
Acquaint
Acquiesce
Acquisition
Adequate
Advertisement
Affair
Aggress
Agree
Agriculture-al
Alternative
Ambiguity
Ambiguous
Ambition
Animadvert
Anniversary
Antagonism
Antagonist-ic
Appear-ance
Appertain
Application
Appreciate
Apprehension
Arbitrary
Arbitrate
Archbishop
Assault
Assimilate
Astonish-ment
Atmosphere
Attainment
Attention
Attentive
Attract
Audience
Auxiliary
Average
Avoid
Balance
Bankrupt-cy

Battalion 

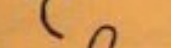
Benefit

Between

Beyond

Bitter

Brag, Brig

Breechloader 

British

Budget

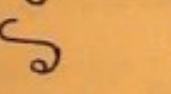
Business (biz)

Cabinet

Capable, Capital

Captain

Careful

Catechise-sm 

Catholic

Cavalry

Celebrate

Celebrity

Celibacy

Celibate

Century

Certain-ty

Challenge

Character

Chemical

Chemist

Christ , -en

Christendom

Christian

Church

Circle

Circumstance

Circus

Citizen

Civilise

Cogitate

Cohesion

Compare-ison

Congratulate

Congregate

Consecutive

Consequence-ent

Contingency-ent

Controversy

Controversial

Convenient

Co-operate

Corporation

Corrupt

Council-sel

Covenant

Creak, Creek

Credit

Cross-examine

Crouch

Cultivate

Culture

Cushion

Custody

Decent, Decree

Default

Defence

Definite

Degree

Delinquency-ent

Democrat-ic

*Describe

*Description

Diabolical

Digress

Diminish

Distinct

Distract-trict

Domestic-ate

Doubt

Dozen

Drag

Dress

Duct

*Mode III.

Dwell

Dynamite

Dynasty

Ecclesiastic-al

Educate

Embrace

Enormous

Entertain

Entertainment

Enthusiasm-stic

Episcopal-ian

Equal, Esquire

Essential

Establish

Exaggerate

Example

Exhaust

Expenditure

Extemporaneous

Extempore-ise

Extinct

Extinguish

Extract

Extravagance

Extravagant

Extreme

Facilitate-ity

Fact

Faculty

Familiar

Farce, -ical

Feminine

Finance-ial

Free

Frequent-cy

Fulfil

Funeral

Furnish

Furniture

Future

Futurition

Generation

Genuine

Grace

Gradual

Graduate

Grave, -ly, -y

Greek

Growth

Harass

Hazard

Health

Hedge

Hesitate

Hold

Holy, Hope

Horizon

Ignore-ance-ant

Immediate

Imperturbable

Impregnable

Incidence

Incognito

Indefatigable

Independence

Independent

Indignation

Indispensable

Inevitable

Inexcusable

Inexorable

Inscription

Instance-ant

Instinct

Insurmountable

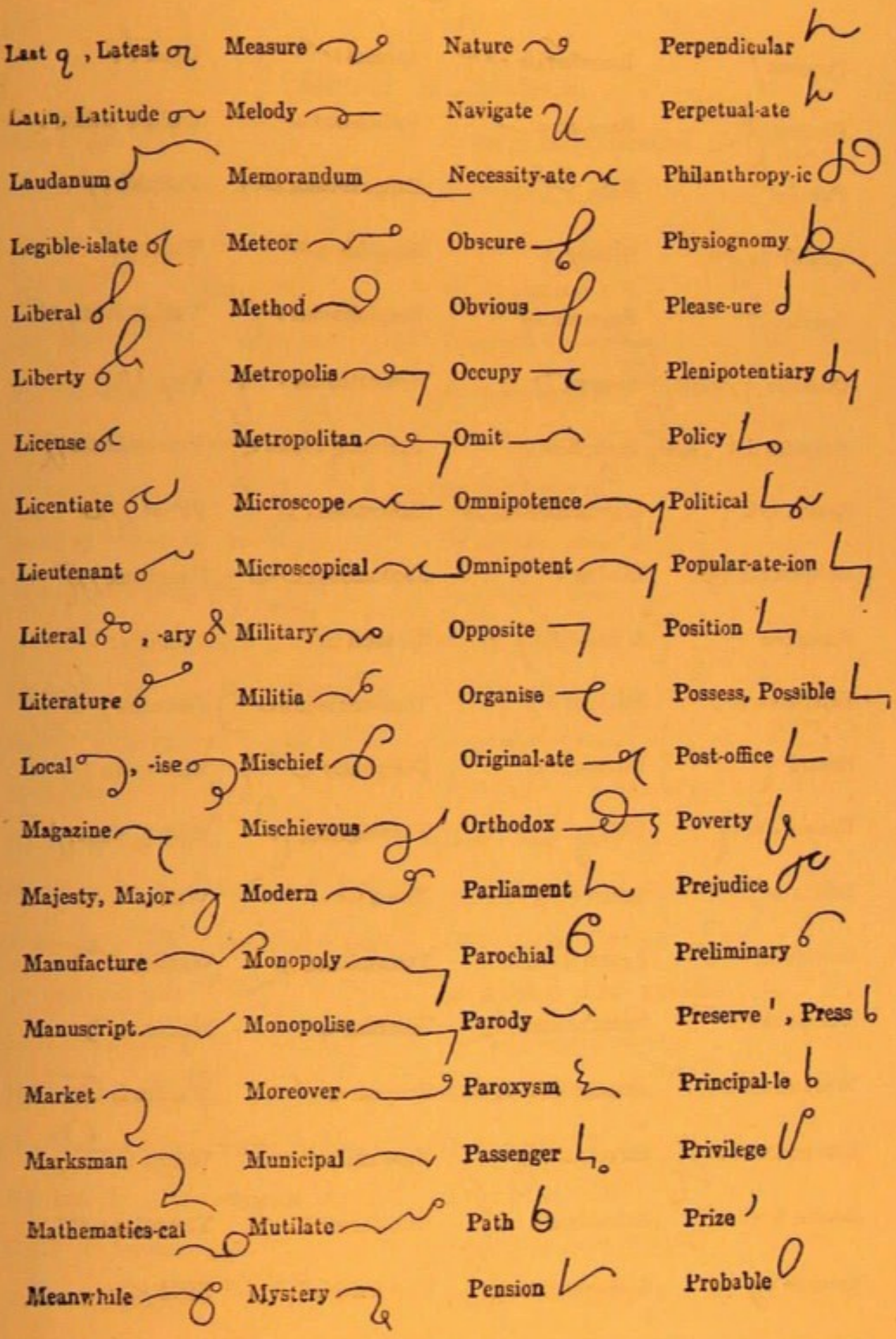
Integrate-rity

Intelligence-ent

Interrupt

Introduce-tion

Kill, Knight


Last, Latest
Latin, Latitude
Laudanum
Legible-islate
Liberal
Liberty
License
Licentiate
Lieutenant
Literal, -ary
Literature
Local, -ise
Magazine
Majesty, Major
Manufacture
Manuscript
Market
Marksman
Mathematics-cal
Meanwhile
Measure
Melody
Memorandum
Meteor
Method
Metropolis
Metropolitan
Microscope
Microscopical
Military
Militia
Mischief
Mischievous
Modern
Monopoly
Monopolise
Moreover
Municipal
Mutilate
Mystery
Nature
Navigate
Necessity-ate
Obscure
Obvious
Occupy
Omit
Omnipotence
Omnipotent
Opposite
Organise
Original-ate
Orthodox
Parliament
Parochial
Parody
Paroxysm
Passenger
Path
Pension
Perpendicular
Perpetual-ate
Philanthropy-ic
Physiognomy
Please-ure
Plenipotentiary
Policy
Political
Popular-ate-ion
Position
Possess, Possible
Post-office
Poverty
Prejudice
Preliminary
Preserve', Press
Principal-le
Privilege
Prize'
Probable

Purpose

Purport

Put

Qualify-ity

Quarter

Question, -able

Reason-s, -ing

Recent

Reciprocate

Recognise

Refer-ence

Regard

Regular-ate

Relate

Relinquish

Remain-ark

Remunerate

Repugnance-ant

Return

Revenue

Reverberate

Routine

Rule

Science

Separate

Shown

Seek, Sick

Significance-ant

Similar

Simple

Singular

Situate

Skill

Small

Spasm

Speculate-ion

Strange, -er

Strychnine

Subordinate

Subsequent

Success

Suffice-ient

Suppose-ition

Surprise

Suspicion-ous

Sympathy-ise

System, -atic

Tabernacle

Tantamount

Teetotal

Temper-ate-ure

Temporary

Thanksgiving

Town

Transmission

Treasure

Treason

Unanimity-mous

Uninfluential

University

Upon

Utilise, Utility

Valuable

Vapor

Variety-ious

Vary

Vegetable-ate

Velvet

Vengeance

Venom

Verbatim

Vice versa

Visible, Visit

Wait

Warfare

Welfare

Wholesale

Worth

Yesterday

Yield

SOME PHRASES.

Able to put

Absolutely necessary

And are , And as if

And by , And in

And is not , And the

And the contrary

As far as , As it is

As many as are

As many as possible

As soon as possible

As to the , As well as

Be able to , Because it is

By a , By and by , By the by

By means of

By which they are

Chancellor of the Exchequer

Christ Jesus , Everywhere else

For my own part

For the purpose of

Having regard to

Her Majesty , His Majesty

His own , His own sake

House of Commons

House of Lords

House of Parliament

House of Representatives

How many

In a , In all

In all respects

Inasmuch as

In order to do

In other words

In proportion

In the first place

In the next place

In the second place

Leader of the House

Local government

May be , May be so

Might have the

Must see , My own

Of a ——— , Of our

Of course it is not expected

On the contrary

Peculiar circumstances

Per annum

Reform Bill

Right hon. baronet

Right or wrong

Secretary for Home Affairs

Secretary of State

Shall give , Shall go

Should be able to

So far as , So much

That it is not so

That it was

That it was not

That they (before a mode)

That which (before a mode)

That you can

There was , There were

There would , They are

To be able to say

To give him (or them) , To you

What are , What was

What were , What were the

What were the reasons

What were their reasons

Which he , Which he did

Which he is, , Which he says

Which he could

Which he could do

Which he would

Which he would do

Which they (before a mode)

With a view to

With respect to

Would have

ON MEMORY.